

**MICROSOFT VERMONT CY PRES CLASS ACTION SETTLEMENT NOTIFICATION
DISTRIBUTION AMOUNT AND REDEMPTION INSTRUCTIONS**

Settlement Administrator - Vermont
P.O. Box 4190
Portland, OR 97208-4190

<School Name>
<District Name>
<School Address>
<City>, <State>, <Zip>

As the result of a recent settlement in a civil lawsuit, Microsoft is required to distribute millions of dollars worth of Vouchers for computer hardware and software to certain qualifying Vermont schools. Eligible schools include all public elementary, middle, or high schools in which at least 40% of the attending (K-12) students are eligible to receive free or reduced-priced meals through the National School Lunch Program. Public high schools that serve eligible elementary or middle schools are also eligible. For schools that do not participate in the National School Lunch Program, other available poverty indicators were employed to accurately approximate those schools in which at least 40% of the attending (K-12) students would be eligible to receive free or reduced-priced meals through the National School Lunch Program, if those schools were to participate in the Program. Your school has been determined eligible to receive a portion of these proceeds based on the October 31, 2004 Free and Reduced Lunch program participation data supplied by the Vermont Department of Education. If your school does not participate in that program, the alternative indicators described above apply.

Your school has been determined to be eligible to receive a portion of the Vouchers. Vouchers come in two types, "General Purpose Vouchers," and "Software Vouchers," each as explained below. Your school has been approved to receive the following Voucher amounts:

General Purpose <\$amount>

Software <\$amount>

The General Purpose Voucher amount is redeemable on purchase(s) of qualifying hardware (personal computers, laptop computers, Tablet PC's and Apple Macintosh computers, printers, scanners, monitors, keyboards and pointing devices (e.g., mouse, trackball, etc.)), any non-custom software used with the hardware acquired through the use of General Purpose Vouchers or "Professional Development Services" or "IT Support Services" used in connection with the hardware or software acquired through the use of the General Purpose Vouchers and/or Software Vouchers. The Vouchers may also purchase equipment needed for networking and infrastructure (e.g. routers, servers, wireless network cards, or wireless access points), MSNTV units and access for students' homes or comparable technologies in the market, certification training for software and networking, tablet computers or comparable technology that may become available, non-custom assistive technology devices and non-custom software designed for use by students with special needs.

This Software Voucher amount is redeemable for current or future Microsoft operating system software (e.g. Microsoft Windows), word processing software (e.g. Microsoft Word), spreadsheet software (e.g. Microsoft Excel), presentation software (e.g. Microsoft PowerPoint), desktop relational database software oriented towards single users and typically residing on a standard personal computer (e.g. Microsoft Access), web-authoring software (e.g. Microsoft Front Page), productivity suite software (e.g. Microsoft Office or Microsoft Works), and encyclopedia software (e.g. Microsoft Encarta) for either personal computers or Macintosh computers and server software including client access licenses. The Software Vouchers may also be redeemed for non-custom software titles produced by other companies that have similar functionality and compete with any of the above-identified Microsoft software titles and can be used with Qualifying Hardware.

The Software Voucher amount may also be used to cover the cost of software described here when such software is bundled with a computer purchased with the General Purpose Vouchers. In such circumstances, Software Vouchers may be applied to the bundled operating system software included in the hardware purchase price in an amount equal to the standard academic upgrade price for the operating system software. When any of the other software titles described in this section are bundled with a computer purchased with the General Purpose Vouchers, the Software Vouchers may be applied in an amount no greater than the standard academic upgrade price, or if an academic price is not available, in an amount not to exceed the normal or standard price established by the manufacturer for such software.

In addition, Eligible Schools will have reasonable access to the Microsoft Help Desk for assistance in using Microsoft software obtained through using the Software Voucher, subject to parameters on the scope of such access that will be

agreed on by the parties consistent with the level of support given to retail purchasers. However, if such software was pre-installed, then the party responsible for providing support for the product will continue to be responsible.

Vouchers will be distributed by the Vermont Department of Education (VTDOE) based on requirements that follow below. Vouchers will be mailed to the Administrative office of the recipient SU/District in order to support the eligible school(s) in that SU/District. Information submitted to the VTDOE must indicate which eligible school encumbered the purchase(s) for the reimbursement requested. Forms needed for requesting vouchers are available on the Educational Technology page of the VTDOE website at: http://www.state.vt.us/educ/new/html/pgm_edtech.html. The process for voucher distribution and reimbursement requests is as follows:

1. Supervisory Union/District office submits: "Voucher Request Form" to: Bill Romond, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501
 - a. Form includes brief narrative describing how the purchase(s) for which reimbursement is being requested aligns to the local Technology Plan of the applying school and identifies related plan components
 - b. Form identifies school(s) for which purchases apply
 - c. Form includes details describing hardware and software for which reimbursement is being requested.
 - d. Form includes total amount of request
2. VTDOE, on approval of Voucher Request Form, mails vouchers to Supervisory Union/District office for specific school reimbursement.
3. Supervisory Union/District office completes voucher information and mails completed vouchers and appropriate receipts to the Microsoft Administrator for reimbursement

Vouchers will be distributed by the VTDOE on a quarterly basis (3/15, 6/15, 9/15, and 12/15) on purchases made after May 27, 2004. The final date for submission of "Voucher Request Forms" is December 15, 2008.

CC